

## **A Step-by-Step Guide to Using Virginia's Community Profile Database**



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## ● INTRODUCTION

Virginia's Community Profile Database is intended to support the practice of evidence-based prevention in Virginia. On the database's **Data Tab** users can find a variety of data organized by topical area or by risk and protective factor to assist in using objective data to assess community needs and monitoring progress in addressing those needs. Users can select:

- geographical areas for which they wish to obtain data;
- groups they wish to include (age, race/ethnicity, gender, where available);
- whether to present the data as numbers, rates or percentages;
- whether to view data as maps, graphs or tables; and
- how to download data (as pictures, .pdf files, spreadsheets; or delimited files).

On the **Programs Tab** users can search for information on evidence-based programs operating in Virginia using a variety of criteria. Contact information, funding sources and descriptions of the programs can all be found on this tab. Users may choose from a variety of parameters to include in their reports as well as the order in which to display them. Reports may be downloaded as word processing files, .pdf files or spreadsheets.

The **Reports Tab** soon will provide users with the ability to view a variety of indicators in one report. Users will be able to generate preformatted reports, based on their selection of:

- geographical areas for which they wish to obtain data; and
- groups they wish to include (age, race/ethnicity, gender, where available).

On the **Resources Tab** users can find detailed descriptions of the data, their sources, any limitations associated with the data, and sources for additional information and comparison data. More importantly, it links users to best practice information including:

- sources for finding evidence-based programs that research has proven are effective in preventing or intervening in adolescent problem behaviors;
- downloadable research articles and prevention materials;
- resource websites and clearinghouses;
- program performance measures required by federal agencies;
- information on formulating and monitoring program outcome measures; and
- resources for evaluating programs for improvement.

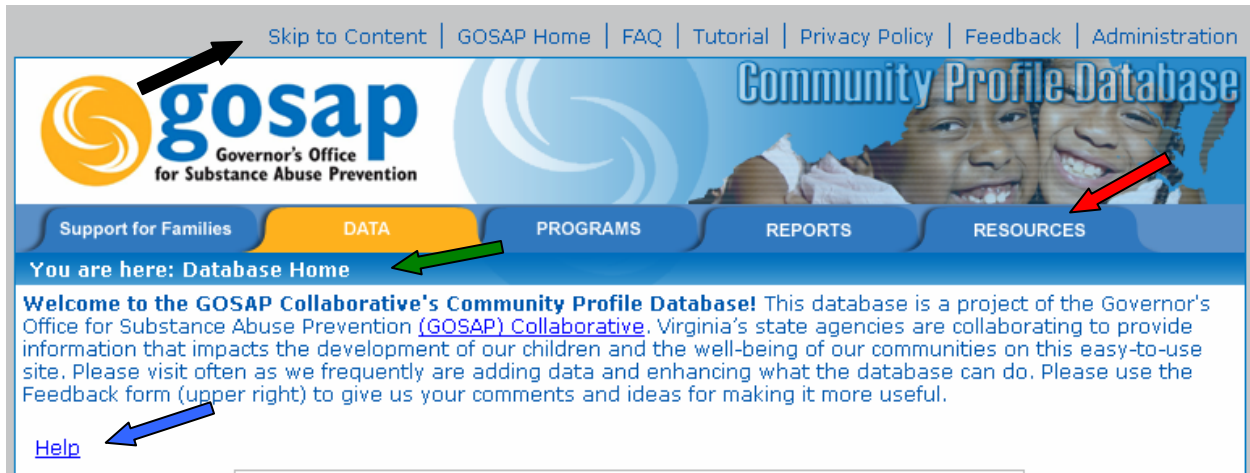
The greatest impediment to practicing sound prevention in Virginia is the lack of a consistent survey of alcohol, drug and violence-related behaviors and perceptions of youth in each City and County in Virginia. This vital information currently is captured only at the state (or Health Planning Region) level. While local-level results may vary greatly from those statewide, it is helpful to monitor and be aware of these broader trends. Consequently, links are included to the: Virginia Youth Tobacco Survey, Virginia Community Youth Survey, and State Estimates of Substance Use.

The **Support for Families Tab** is designed for people who simply need assistance with the daily challenges of raising children and living in a family. By entering a locality and/or an adolescent problem behavior, and/or an age, users can learn of programs that might be available to their child. Links to other state and local information and referral sources also are included. (Use of this resource is confidential. No identifying information is collected.)

## ● NAVIGATION

The Community Profile Database has several navigation tools: links found at the top of each page (see **black** arrow below), tabs (see **red** arrow below), a “breadcrumb trail” (see **green** arrow below) and special Help screens (see **blue** arrow below). These are found throughout the database.

Clicking on these tools will assist you in using the Community Profile Database.



**Skip to Content** (see **black** arrow above) allows those using assistive technology (such as speech synthesis screen readers), text-browsers, and handheld wireless computers, or others who cannot easily use a mouse and must tab to advance through a website, to quickly bypass all groups of links (such as navigation bars and tables of contents) and get to the page content.

**GOSAP Home** (see **black** arrow above) will take you to the home page of the GOSAP Prevention Information Clearinghouse website.

**FAQ** (see **black** arrow above) will open a page of frequently asked questions. Please read this page if you encounter a problem, or have a question, as you are using the site. Information already may be available to meet your needs.

**Tutorial** (see **black** arrow above) will open this step-by-step reference so that you can refer to it as you use the site.

**Privacy Policy** (see **black** arrow above) will open the terms of use for the website.

**Administration** (see **black** arrow above) is for maintaining the database and requires a password and special permission.

**Tabs** (see **red** arrow above) will move you between the various components of the database. They are described in the [Introduction](#) above.

**Breadcrumb Trail** (see **green** arrow above) shows you where you are. You can return to pages you already have visited by clicking on them in the trail bar.

**Help** (see **blue** arrow above) will appear throughout the database. Clicking on **Help** will offer immediate assistance wherever you are in the database. To close the Help screen, simply click on **Hide** at the end of the open help box.

**Feedback** (see **black** arrow above) opens the form shown below so that you can ask questions or provide suggestions to improve the site.

At the **red** arrows below enter your name and e-mail address so that we can respond to your question, or seek additional information on your suggestion.

At the **blue** arrow below enter your question or suggestion. Please be as specific as you can.

Then click on the **SEND** button to transmit your message, or the **CANCEL** button if you change your mind (see **black** arrow below).

We will respond to messages as soon as possible.



The screenshot shows the top navigation bar of the GOSAP website with links: GOSAP Home | FAQ | Tutorial | Privacy Policy | Feedback | Administration. Below this is the GOSAP logo (Governor's Office for Substance Abuse Prevention) and the title 'Social Indicators Database'. A breadcrumb trail reads 'You are here: Database Home >>Feedback'. The main content area is titled 'Feedback' and contains a legend: '\* = Required field'. There are three input fields: 'Your name:' (with a red arrow pointing to it), 'Your email address (so we can respond to your feedback, if necessary):' (with a red arrow pointing to it), and 'Your comments:' (with a blue arrow pointing to it). At the bottom are 'Send' and 'Cancel' buttons, with a black arrow pointing to the 'Send' button.

## SUPPORT FOR FAMILIES

This tab gives quick referral information. To see what proven prevention programs serve your city or county, use the scroll bar on the right of the “Where do you live?” box (see **red** arrow below) to locate your city or county (they are listed in alphabetical order). Click to highlight your city or county. If you want to view more than one city or county, hold the CTRL key down and click to highlight each city or county you want to include.

**Optional:** To further narrow the number of programs displayed, you can select specific problem behaviors in which you are interested. To view only programs that deal with specific problem behaviors, use the scroll bar on the right of “What problem are you concerned about?” box (see **black** arrow below). Click on the behavior to highlight it. If you want to select more than one behavior, hold the CTRL key down and click on each behavior you want to highlight.

**Optional:** Many programs are designed for children in specific age groups. A program that an eight year-old child may find exciting may hold no interest for a teenager. To find programs that are designed for your child’s age group, enter their age in the “How old is your child?” box (see **blue** arrow below).

**NOTE:** use of this resource is confidential. No identifying information is collected.

When you have made your selections, click the **Report** button (see **green** arrow below).



GOSAP Home | FAQ | Tutorial | Privacy Policy | Feedback | Administration

**gosap**  
Governor's Office  
for Substance Abuse Prevention

Community Profile Database

Support for Families | DATA | PROGRAMS | REPORTS | RESOURCES

You are here: Support for Families

**No matter who you are or where you live, raising a family is challenging!** While this page cannot tell you about every helpful program or service in your community, it does provide you with some resources that may be available to you.

If you are looking for programs in your city or county that can help prevent or intervene early with youth drinking or using drugs, teen pregnancy, dropping out of school, violent youth, or even getting involved with gangs, answer the questions below to see a list of programs serving your locality. (Your answers are not being collected or stored in any way. They are only used to focus on the programs that meet your needs.)

Please use any or all of the criteria below to select the programs to view. [Reset](#)

**Where do you live?**

All  
Accomack County  
Albemarle County  
Alexandria City  
Alleghany County  
Amelia County  
(hold CTRL/SHIFT to select multiples)

**What problem are you concerned about?**

All  
Gangs  
Delinquency  
School drop-out  
Substance abuse  
Teen pregnancy  
(hold CTRL/SHIFT to select multiples)

**How old is your child?**

Age:

**Report format** ☐ PDF ☒ Word/HTML ☐ Excel

If you're looking for information and support on positive parenting, click here to link to Prevent Child Abuse Virginia and it's local affiliates: <http://www.preventchildabuseva.org/index.htm>

If you want to talk to a trained specialist who can refer you to services in your community, please dial **2-1-1** on your telephone for **Virginia's confidential information and referral service**. Both the telephone call and the information are free. Information is available in several languages. Or, if you prefer to link by Internet, click on: <http://www.211.virginia.org>

The report will open with an introduction page displaying the cities and counties, problem behaviors and ages selected. Click on the small arrow (see **red** arrow below) to open and view the report; clicking on the large arrow will advance you to the end of the report.

Community Profile Database	
County/City	Augusta County
Problem Behaviors	(all)
Age Group	(all)

Page 1 of 0 >>

The report will display a listing of each program that meets your selection criteria, including information that describes the program, who it serves and how to contact the program.

Options on the **Export as** bar (shown below) allow you to print or save the report in one of three formats:

Export as	<input type="radio"/> PDF	<input type="radio"/> Word/HTML	<input type="radio"/> Excel	Export
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**PDF** files take a picture of the report that you can print or insert into a document. However, the picture cannot be edited. To save the report in .pdf format, click in the circle beside **PDF** (see **red** arrow above), then click on **Export** (see **green** arrow above). A box will pop up to ask you whether you want to save or open the file. You can then save the report to you computer.

**Word/HTML** files place the report in a document that you can save and edit. Click in the circle beside **Word/HTML** (see **blue** arrow above), then click on **Export** (see **green** arrow above). The report will open in a new window. **Click on File, then Save As. . .** to save the report to your computer.

**Excel** files place the information contained in the report into a spreadsheet. Each program will be a row; report information will be in columns. To save the report in Excel format, click in the circle beside **Excel** (see **black** arrow above), and then click on **Export** (see **green** arrow above). A box will pop up to ask you whether you want to save or open the file. You can then save the report to you computer. When you open the file, the first spreadsheet will be an introduction page displaying the cities and counties, problem behaviors and ages selected. Click on the Excel **Sheet2** tab to view the data.



## ● DATA

### Finding and selecting an indicator

There are three ways to find a specific indicator: social indicator classes, risk and protective factors or keyword searches.

**Social indicator classes** are subject-area headings, such as “demography” data or “juvenile delinquency” data. Indicators relating to a particular topic are grouped together. Indicators can belong to more than one class, so you may see them listed several times. Social indicator classes are located in the left column (see **black** arrow below).

**Risk and protective factors** derive from research by Hawkins and Catalano (see <http://depts.washington.edu/sdrg/>) on predictors of problem behaviors and positive youth outcomes. They include factors across the community, family, school and individual/peer domains such as drug availability, family conflict, academic failure, and favorable attitudes toward a problem behavior. Indicators of a particular risk or protective factor are grouped together. Indicators can belong to more than one risk or protective factor class, so you may see them listed several times. Risk and protective factors are located in the left column (see **blue** arrow below).

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**gosap** Governor's Office for Substance Abuse Prevention

Community Profile Database

Support for Families | **DATA** | PROGRAMS | REPORTS | RESOURCES

You are here: Database Home

Welcome to the GOSAP Collaborative's Community Profile Database! This database is a project of the Governor's Office for Substance Abuse Prevention ([GOSAP Collaborative](#)). Virginia's state agencies are collaborating to provide information that impacts the development of our children and the well-being of our communities on this easy-to-use site. Please visit often as we frequently are adding data and enhancing what the database can do. Please use the Feedback form (upper right) to give us your comments and ideas for making it more useful.

[Help](#)

Search for data by keyword

Keyword:  Search

Data by indicator class	Data by risk factor
Civic participation	Community: Availability of drugs
Crime & violence	Community: Extreme economic deprivation
Demography	Community: Low neighborhood attachment
Economy	Community: Norms favorable to crime
Education	Community: Norms favorable to drug use
Families & children	Community: Transitions and mobility
Gangs	Family: Family conflict
Health	Family: Family management problems
Housing	Individual: Alienation & rebelliousness
Juvenile delinquency	Individual: Early initiation of behavior
Substance abuse	School: Academic failure

Click on a social indicator class or risk factor to view a list of all the indicators in the database that are related to that class or factor.



The screenshot shows the 'gosap' (Governor's Office for Substance Abuse Prevention) Community Profile Database. The breadcrumb trail at the top reads: 'You are here: Database Home >> Indicator Class'. A green arrow points to 'Indicator Class'. Below this, the selected class is 'Social indicator class: Gangs Help'. A list of 'Other social indicator classes' includes Civic participation, Crime & violence, Demography, Economy, Education, Families & children, Gangs, Health, Housing, Juvenile delinquency, and Substance abuse. A list of 'Indicators in the class' includes Children Age 5-17 Living in Poverty, Children Under Age 18 Living in Poverty, Median Household Income, Persons Living in Poverty, Persons Receiving Unemployment by County & City, Persons Receiving Unemployment by ZIP Code, Youth with Intakes, Youth with Intakes for Class 1 Misdemeanor Against Person Offenses, Youth with Intakes for Class 1 Misdemeanor Narcotics Offenses, Youth with Intakes for Class 1 Misdemeanor Weapon Offenses, Youth with Intakes for Felony Against Person Offenses, Youth with Intakes for Felony Narcotics Offenses, Youth with Intakes for Felony Weapons Offenses, and Youth with Intakes for Status Offenses. A black arrow points to 'Youth with Intakes'. At the bottom, a 'Resources' section contains a link to view data descriptions, programs, and research. A red arrow points to this link.

The breadcrumb trail above shows an example selection of the social indicator class “Gangs” (see **green** arrow). From the list of indicators (see **black** arrow above) related to the selected indicator class or risk factor that you chose, click on the indicator you would like to see.

**Note:** To aid you in selecting indicators, you may view complete descriptions of the indicators, or other related resources, by clicking on the link at the bottom of the page (see **red** arrow above).

**Indicator Search.** If you know the name of the indicator you want to view, you may locate it by entering a word in the **Keyword** box (see **green** arrow below) and clicking on the Search button (see **red** arrow below).

The screenshot shows the 'Indicator Search' section. At the top, there is a search bar with the text 'Search for data by keyword'. A green arrow points to the input field, and a red arrow points to the 'Search' button. Below the search bar, there are two columns of data. The left column is titled 'Data by indicator class' and lists Civic participation, Crime & violence, Demography, and Economy. The right column is titled 'Data by risk factor' and lists Community: Availability of drugs, Community: Extreme economic deprivation, Community: Low neighborhood attachment, and Community: Norms favorable to crime.

This will produce a table showing all indicators with the keyword you entered, along with checkmarks indicating the dimensions of data available for that indicator (see **black** arrow below). From here you can click on a class of indicators to view all the related indicators under that class (see **blue** arrow below), or click on a specific indicator to begin looking at the data (see **orange** arrow below).

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for Substance Abuse Prevention

Community Profile Database

Support for Families **DATA** PROGRAMS REPORTS RESOURCES

You are here: Database Home >> Indicator Search

Keyword

Available Social Indicators (Total Records: 3)

Class ▲ ▼	Name ▲ ▼	ZIP	Age	Race	Locality	Sex
<a href="#">Civic participation</a>	<a href="#">Actual voters</a>				✓	
<a href="#">Civic participation</a>	<a href="#">Registered voters</a>				✓	
<a href="#">Civic participation</a>	<a href="#">Voter turnout</a>				✓	

## Refining data

After you select an indicator, the screen will display the name and social indicator or risk class in a banner, followed by a brief definition (see **brown** arrow below). Below the **Select criteria to map and dimension to compare in graph and report** blue bar, you enter the Selection criteria box. The default for selecting data is all cities and counties, ZIP codes, ages, genders and race/ethnicities. However, you can choose to refine your data to include only the subpopulations in which you are interested.

Indicator: **Youth Committed with Anger Management Needs** (Class: **Juvenile crime**) [Help](#)

This indicator gives the unique number of juveniles who were committed to the Department of Juvenile Justice during the fiscal year (July through June), for whom anger management treatment was mandatory or recommended.

Select criteria to map and dimension to compare in graph and report [Help](#)

City/County	ZIP code	Age range	Gender	Race
All cities & counties	<input type="text" value="(comma delimited)"/>	<input checked="" type="checkbox"/> All ages	<input checked="" type="checkbox"/> All genders	<input checked="" type="checkbox"/> All races
Accomack County		<input type="checkbox"/> 10-14	<input type="checkbox"/> Male	<input type="checkbox"/> Unknown/Other
Albemarle County		<input type="checkbox"/> 15-17	<input type="checkbox"/> Female	<input type="checkbox"/> White
Alexandria City		<input type="checkbox"/> 18-24	<input type="checkbox"/> Unknown	<input type="checkbox"/> Black
Alleghany County		<input type="checkbox"/> Unknown/Missing		<input type="checkbox"/> Hispanic
Amelia County				<input type="checkbox"/> Native American

(hold SHIFT to select multiples)

**City/County** data are available for each city or county in Virginia, unless otherwise noted in the data description (you can locate data descriptions through the **Resources** section in the lower half of your screen). To select a specific city or county, use the scroll bar on the right of the city/county listing (see **red** arrow above) to locate the desired city or county (they are listed in alphabetical order). Click to highlight the city or county you want to view. If you want to view more than one city or county, hold the CTRL key down and click to highlight each city or

county you want to include. If you want to view a number of cities and counties listed consecutively, click to highlight the first in the range, hold the SHIFT key, and click to highlight the last in the range. All localities between the first and last will be highlighted. *This feature allows you to customize regional data to fit the regions you need.*

**Note:** Data may be viewed at either the city/county level **or** the ZIP code level, but not both at the same time.

**ZIP code** data are available for many indicators. To view data for a ZIP code level, enter the ZIP code you want to view in the ZIP code box (see **green** arrow above). If you want to view data for more than one ZIP code, enter each ZIP code for which you want data, separated by a comma (i.e., “comma delimited”). Example: 23227, 23228, 23229.

**Age range** data may be selected by clicking in one or more of the checkboxes provided (see **blue** arrow above). Age ranges were determined prior to data collection, based on common practice for the specific indicator. Age ranges vary among different indicators.

**Gender** data may be selected by clicking in one or more of the checkboxes provided (see **black** arrow above).

**Race/ethnicity** data may be selected by clicking in one or more of the checkboxes provided (see **orange** arrow above). Races were determined prior to data collection, based on common practice for the specific indicator and how the data source collects it. Race/ethnicity varies for different indicators.

**Note:** If a particular dimension of data (City/County, ZIP code, age, gender race) is not available for an indicator, that dimension will not be displayed in the selection criteria box.

You also can select the years of data to include in graphs and reports or to display on a map.

The screenshot shows a web interface for selecting data. It features a table with two rows of selection criteria. The first row has a 'Year from' box with '2002' and a 'Year to' box with '2004'. Below these are radio buttons for 'City/County' (selected), 'ZIP', 'Age range', 'Gender', and 'Race'. To the right are 'Graph' and 'Report' buttons. The second row has a 'Year to map' box with '2004' and a 'Map' button. A blue arrow points to the 'City/County' radio button, and a red arrow points to the 'Year to map' box.

Year from	2002	<input checked="" type="radio"/> City/County	<input type="radio"/> ZIP	<input type="radio"/> Age range	<input type="radio"/> Gender	<input type="radio"/> Race	Graph
Year to	2004	<input type="radio"/> City/County	<input type="radio"/> ZIP	<input type="radio"/> Age range	<input type="radio"/> Gender	<input type="radio"/> Race	Report
Year to map	2004						Map

**Years** for which data are available are displayed automatically (see **blue** arrow above). The default value for graphs and reports is for all available years. To begin with a different year, simply click in the **Year from** box and type in the year with which you want to begin. To end with a different year, simply click in the **Year to** box and type in the year you want to end.

For maps, the most recent year of data available is the default value. To map an earlier year, click in the **Year to map** box (see **red** arrow above) and enter the year you want to map.

**Note:** At any point along the way, you may change your selection criteria by revisiting this area of the page and clicking to change the selection criteria.

### Reporting data by number, rate or percentage

Once you have selected the indicator you want to explore and have identified what parts of the population you want to include in your data (cities/counties, ZIP codes, age ranges, genders,

rates, years), you can choose how to report your data(depending on availability). Data can be reported in three ways:

**Number** gives the actual number of persons, incidents, etc. This is useful for planning program capacity and seeing how many people are actually involved with an issue.

**Rate** adjusts the number of persons, incidents, etc. by the corresponding base population. This is useful for comparing your locality's data to other localities, the state or the nation. Rate data are reported on a scale meaningful for the specific indicator and may vary by indicator. (Example: low incidence data such as child abuse deaths may be reported as the rate per 100,000 whereas high incidence data such as children moving to the next school grade may be reported as the rate per 100.)

**Percentage** gives the proportion of persons, incidents, etc. of the total population. This is useful when you are interested in comparing groups within a population (e.g., males vs. females).

The screenshot shows a web form for data reporting. At the top, the 'Report by' section has three radio buttons: 'Number' (selected), 'Rate', and 'Percentage'. Two black arrows point to the 'Rate' and 'Percentage' options. Below this, there are two rows of selection options. The first row has 'City/County' (selected), 'ZIP', 'Age range', 'Gender', and 'Race', with a 'Graph' button. The second row has 'City/County', 'ZIP', 'Age range', 'Gender', and 'Race', with a 'Report' button. At the bottom, there is a 'Year to map' field set to '2004' and a 'Map' button. The 'Year from' and 'Year to' fields are set to '2002' and '2004' respectively.

The default for reporting data is **Number**. To have your data reported as a rate or percentage, click in the circle that corresponds to **Rate** or **Percentage** (see **black** arrows above) on the **Report by** bar.

### Displaying and downloading data

Now that you have selected an indicator, chosen the parts of the population you want to include and determined how you want the data reported, you can now select whether to view your data as a graph, a report, or a map—and how to download it.

This screenshot is identical to the one above, showing the data reporting interface. In addition to the black arrows pointing to the 'Rate' and 'Percentage' options in the 'Report by' section, there are three more arrows: a red arrow pointing to the 'City/County' option in the second row, a green arrow pointing to the 'Gender' option in the second row, and a blue arrow pointing to the 'Graph' button.

**Graphing** generally should be done on rate data so that you can directly compare the part of the population you are analyzing. A percentage also may be used. (*Note: If you are trying to compare dimensions, graphing the actual numbers may lead to erroneous conclusions. Example: Locality A has 50 high school dropouts out of a population of 1,000 students while Locality B has 100 dropouts out of a population of 10,000 students. Graphing numbers will show that Locality B has twice as many dropouts as Locality A. But graphing the rate will show that Locality A has the much greater problem with a dropout rate of 500 per 100,000 students compared to Locality B's dropout rate of 100 per 100,000 students.*)

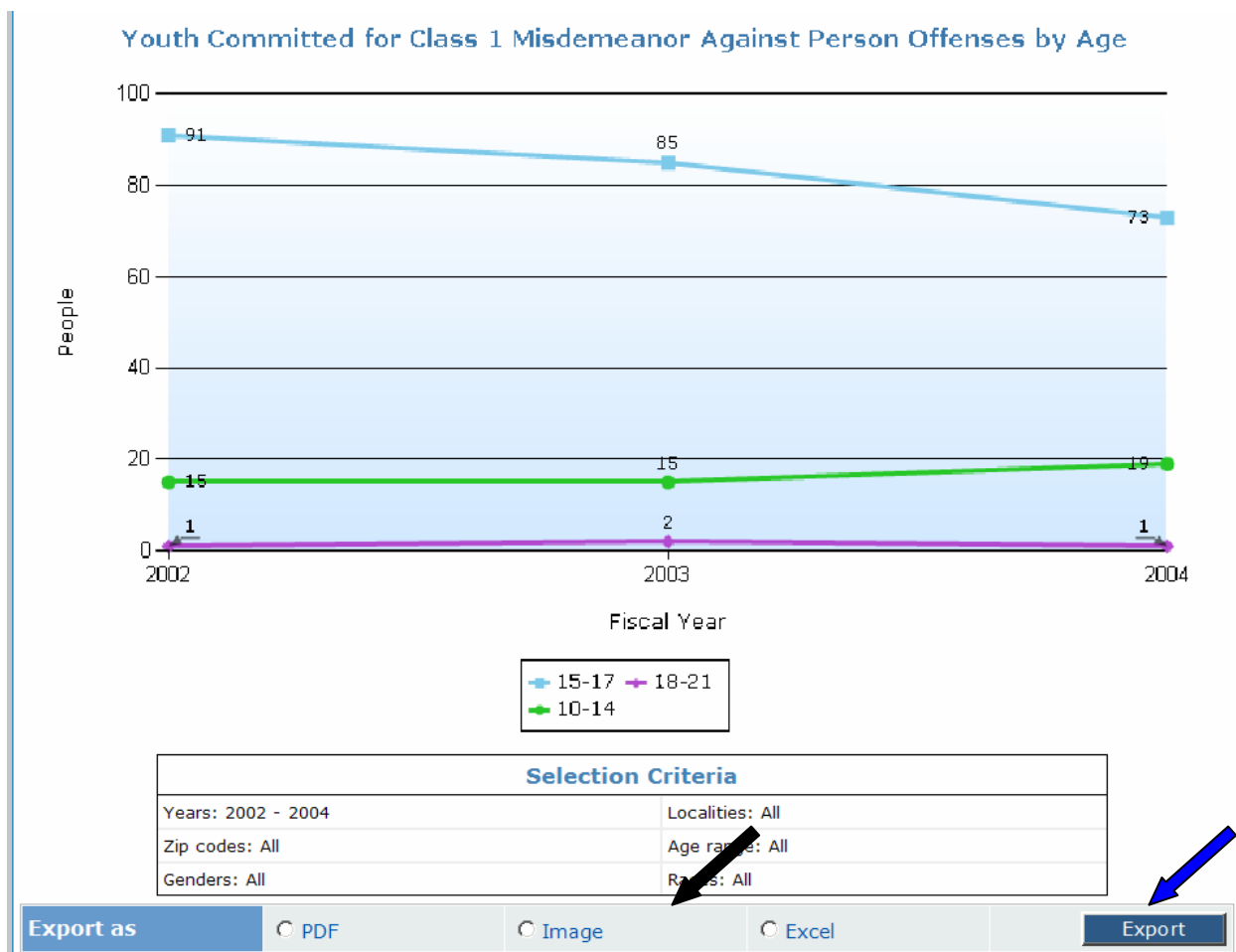
Following this guideline, click in the circle to the left of **Rate** on the **Report by** bar (see **black** arrow above). Check to see that the **Year from** and **Year to** boxes have the years you wish to graph or type in the appropriate years (see **red** arrow above).

The **Graph** bar (see **green** arrow above) allows you to choose what part of the population (city/county, ZIP code, age range, gender or race) the lines on the graph will represent. Simply click in the corresponding circle to indicate your choice. *(Note: if you are graphing city/county, choose a small number of cities and/or counties. Graphing ALL cities and counties will produce a graph with 134 lines. It will be so cluttered that it will not be meaningful.)* Click on the **Graph** button (see **blue** arrow above).

Depending on the speed of your computer and your download connection speed, it may take a moment for the graph to appear. Please be patient.

To revise the graph you are viewing, simply change the selection criteria to meet your needs and click the **Graph** button again (you may need to scroll down on your screen).

Graphs can be downloaded in three ways:



**PDF** files take a picture of the graph that you can insert into a document. However, the picture cannot be edited.

**Image** files can be saved as a picture to be inserted into a document or simply copied and pasted into a document. However, the picture cannot be edited.

**Excel** files place the graph into an Excel spreadsheet so that you can save it to your computer for size editing and use.

To choose one of these options, simply click in the corresponding circle on the **Export as** bar (see **black** arrow above). Then click on the **Export** button (see **blue** arrow above).

Depending on the speed of your computer and your download connection speed, it may take a moment to create your file.

**Reporting** produces a cross tabulation table, or listing of the data, by the criteria you have selected.

The screenshot shows a web-based reporting interface. At the top, there is a 'Report by' section with three radio buttons: 'Number' (selected), 'Rate', and 'Percentage'. A black arrow points to the 'Number' radio button. Below this is a section for selecting criteria, with two rows of radio buttons. The first row has 'City/County' (selected), 'ZIP', 'Age range', 'Gender', and 'Race'. The second row has 'City/County', 'ZIP', 'Age range', 'Gender', and 'Race'. A red arrow points to the 'City/County' radio button in the second row. A green arrow points to the 'Age range' radio button in the second row. To the right of these radio buttons are three buttons: 'Graph', 'Report', and 'Map'. A blue arrow points to the 'Report' button. On the left side, there are two input boxes: 'Year from' with the value '2002' and 'Year to' with the value '2004'. A red arrow points to the 'Year to' box. At the bottom left, there is an input box for 'Year to map' with the value '2004'.

On the **Report by** bar (see **black** arrow above), click in the corresponding square to indicate whether you wish to see numbers, rates or percentages.

Check to see that the **Year from** and **Year to** boxes have the years you wish to include in your report. If not, type in the appropriate years (see **red** arrow above).

Select the parts of the population for which you wish to see data broken out in your report (city/county, age range, gender or race) by clicking in the corresponding checkboxes on the **Report** bar (see **green** arrow above).

**Note:** you must choose *at least one* part of the population, but can choose any combination or all four.

Then click on **Report** (see **blue** arrow above). Depending on the speed of your computer and your download connection speed, it may take a moment for the report to appear.

Your selection criteria will be displayed at the top of the table.

Since reports may span several pages, you may need to navigate between them. To move forward one page, click on the small arrow under the report display (see **red** arrow below). To go to the last page of the report, click on the large arrow under the report display (see **green** arrow below).

Total Youth Committed by Year						
Years: 2002 - 2004				Localities: Norfolk City, Portsmouth City, Richmond City, Virginia Beach City		
Zip codes: All				Age range: 10-14, 15-17, 18-21		
Genders: Male, Female				Races: White, Black, Hispanic, Native American, Asian		
FY2002 FY2003 FY2004						
Norfolk City	10-14	Male	Black	11	13	10
			White	3	3	1
			Total Male	14	16	11
		Female	Black	3	0	1
			Total Female	3	0	1
			Total 10-14	17	16	12
	15-17	Male	Asian	0	1	1
			Hispanic	0	1	1
			Black	42	66	55
			White	7	5	9
			Total Male	49	73	66
		Female	Black	3	5	4

Page 1 of 2

Export as ☒ PDF ☐ Comma Separated Values (CSV) ☐ Excel **Export**

Reports can be downloaded three ways:

**PDF** files take a picture of the data table that you can insert into a document. However, the picture cannot be edited.

**Comma Separated Values (CSV)** files place the data in columns separated by commas, and rows. These files can be imported into data analysis software such as SAS or SPSS for additional analysis.

**Excel** files place the data into an Excel spreadsheet for further analysis.

To choose one of these options, simply click in the corresponding circle on the **Export as** bar (see **black** arrow above). Then click on the **Export** button (see **blue** arrow above). Depending on the speed of your computer and your download connection speed, it may take a moment to create your file.

To revise the report you are viewing, simply change the selection criteria and click the **Report** button again (you may need to scroll down on your screen to view the selection criteria box).

**Mapping** is available at the city/county level. The map automatically displays quartiles for your selection criteria (i.e., it shows localities that are well below average, below average, above average, well above average). This provides a useful snapshot of how your locality compares

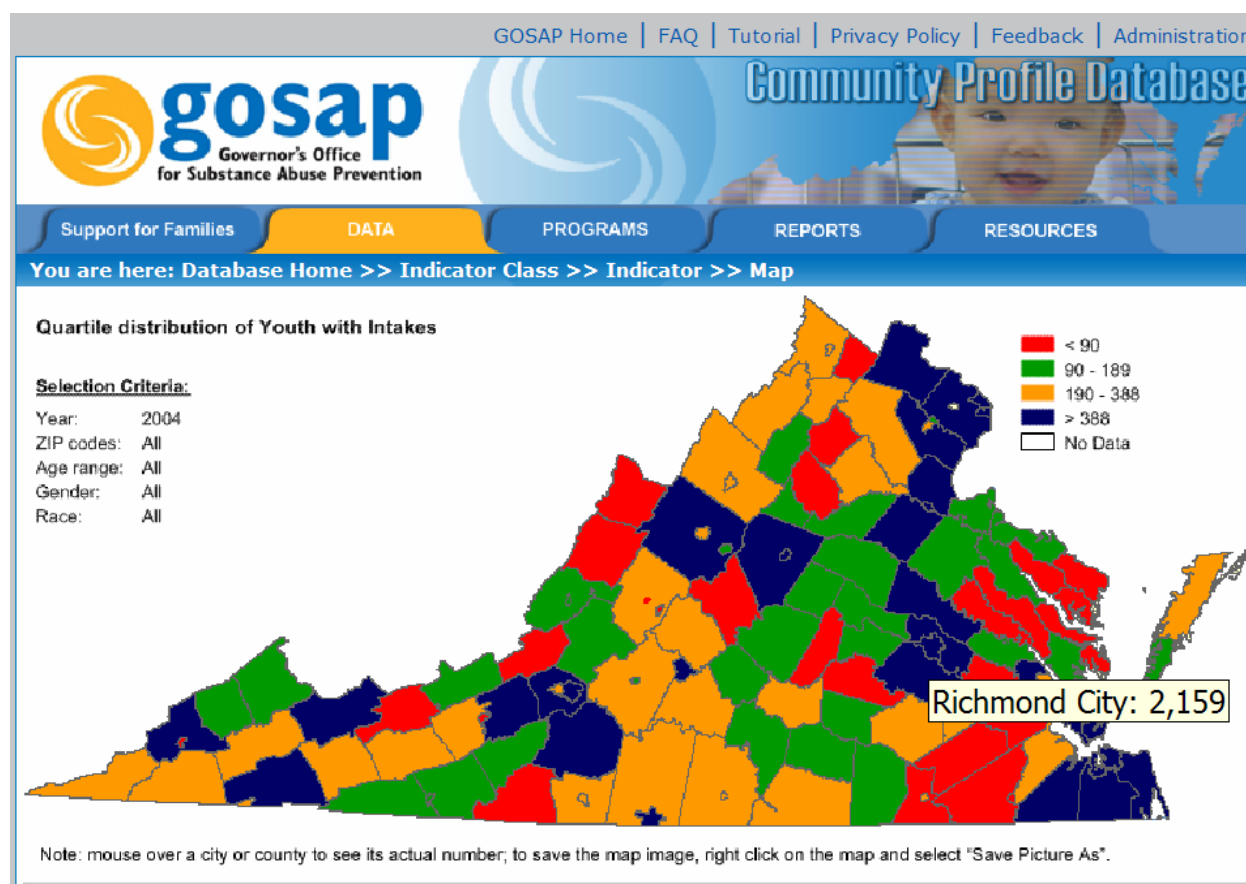


with other localities. The **Year to map** box to the left of the page (see **red** arrow below) displays the year to be mapped. The default is the most recent year of data included in the database. To map a different year, simply click in the **Year to map** box and type in the year you prefer. Then click on the **Map** button (see **blue** arrow below). Depending on the speed of your computer and your download connection speed, it may take a moment for the map to appear.

The screenshot shows the GOSAP mapping interface. At the top, there are radio buttons for 'Report by' with options: Number (selected), Rate, and Percentage. Below this, there are two rows of selection criteria. The first row has 'Year from' (2002), 'City/County' (selected), 'ZIP', 'Age range', 'Gender', and 'Race', followed by a 'Graph' button. The second row has 'Year to' (2004), 'City/County' (unselected), 'ZIP', 'Age range', 'Gender', and 'Race', followed by a 'Report' button. At the bottom, there is a 'Year to map' box containing '2004' and a 'Map' button. A red arrow points to the 'Year to map' box, and a blue arrow points to the 'Map' button.

The map generates a title for the indicator and shows your selection criteria on the left. The index of quartile ranges is displayed on the right. If you allow your cursor to hover over a locality, the actual number for that locality will be displayed.

Maps can be pasted into your word processing documents by clicking on **File** (on your computer's menu bar), then **Save As...**



To revise the map you are viewing, simply change the selection criteria and click the **Map** button again (scroll down if necessary).

Mapping by ZIP code is not yet available.

## ● PROGRAMS

### Search criteria

The **Programs Tab** allows you to find information on evidence-based programs that are operating in Virginia. While you do not have to use any search criteria at all, using some criteria may narrow the number of programs displayed to help you target the information you are seeking. There are ten criteria by which you may search:

#### City/County

the city (ies) and or county (ies) served by the program

**Risk and protective factors**, based on the Hawkins and Catalano model (see <http://depts.washington.edu/sdrg/>) that the program addresses

#### Problem behaviors

the major adolescent problem behaviors that are targeted by the program

**Program types**, or the main focus of the program, such as: after school, classroom-based, family therapy, etc.

#### Race groups

the race/ethnic groups for which the program has proven to be effective

**Program targets**, whether the intended audience is universal, selective or indicated (definitions of each are available on screen)

#### Genders

the genders for which the program has proven to be effective

#### Program name

the commonly recognized name of the evidence-based program, as it is likely to appear on a list of federally recognized evidence-based programs

#### Age groups

for which the program is developmentally appropriate

**Funding stream/agency**, or the funding source for the program

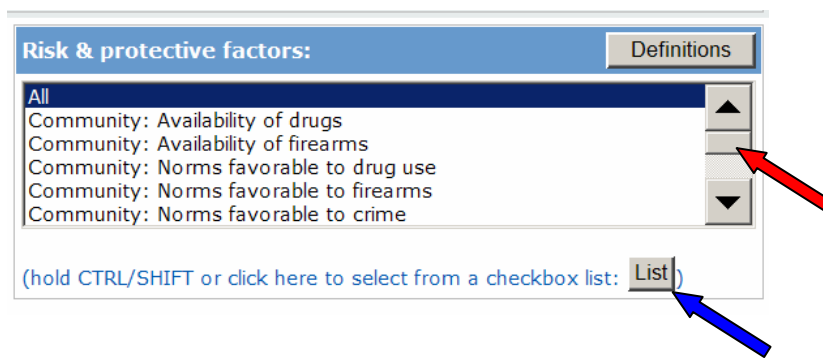
The screenshot shows the GOSAP (Governor's Office for Substance Abuse Prevention) Community Profile Database website. The top navigation bar includes links for GOSAP Home, FAQ, Tutorial, Privacy Policy, Feedback, and Administration. The main header features the GOSAP logo and the title 'Community Profile Database'. Below the header is a navigation menu with tabs for Support for Families, DATA, PROGRAMS (which is highlighted), REPORTS, and RESOURCES. A breadcrumb trail indicates 'You are here: Programs'. The main content area contains a welcome message and a detailed description of the program component, mentioning its collaboration with the Office of the Attorney General and the GOSAP Collaborative. At the bottom of the content area, there is a prompt: 'Please use any or all of the criteria below to select the programs to view.' followed by a 'Help' link. A red arrow points to a 'New Search' button located at the bottom right of the search criteria section.

When planning your **Programs** query, realize that specifying many criteria may result in too narrow a search and return zero program hits. It may be helpful to use fewer criteria to widen the scope of your results. You can change individual search criteria at any time. If you are viewing your report and wish to change criteria, use your browser's "back" arrow to return to

the selection criteria screen. If at any time you wish to remove *all* your search criteria to begin a new query, click on the New Search button (see **red** arrow above) to return all search criteria to their default positions of *All*.

### Selecting search criteria

Most search criteria are selected by using scroll bars, checkboxes or fill in the box. To choose a specific search criterion from the **City/County**, **Risk & protective factors**, **Problem behaviors**, **Program types**, **Program name** or **Funding stream/agency** sections, use the scroll bar on the right of the search criteria list (see **red** arrow below) to locate the desired choice. Click to highlight the search criterion you want to choose. If you want to select more than one criterion in a section, hold the CTRL key down and click to highlight each criterion you want to include. If you want to choose a number of search criteria listed consecutively, click to highlight the first criterion in the range, hold the SHIFT key down and click to highlight the last criterion in the range. All criteria between the first and last will be highlighted.



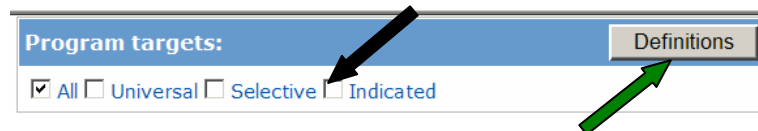
If you want to choose a large number of criteria in a section, it may be easier to view a list of available criteria along with checkboxes so that you can better view the criteria selected. Click on the **List** button (see **blue** arrow above) to bring up a checkbox list. Checkbox lists are available for each of the six criteria sections listed above except the **Funding stream/agency** section.



In any checkbox list, click in the boxes that correspond to the search criteria you wish to choose (see black arrow above). Then click on the **Select** button to finalize your choice (see green arrow above). You will be returned to the prior screen, but your search criteria will be highlighted in the search criteria box. To return to the prior screen without making a choice, click the **Cancel** button (see orange arrow above).

**Note:** This feature is particularly helpful for customizing data to fit regional needs.

Checkboxes are used to select criteria related to **Race groups**, **Program targets** and **Genders** as illustrated in the **Program targets** example below.



Click in the boxes that correspond to the search criteria you wish to choose (see black arrow above).

**Definitions** for search criteria that may be unfamiliar are included in the title bar of some search criteria boxes (see green arrow above). Clicking on the **Definitions** button will open a pop-up box with a list of the search criteria and their definitions. They can be viewed on screen or printed, by clicking the **Print** button.

Finally, because there is no standardized set of age ranges for evidence-based programs, searching for programs that are developmentally appropriate for a specific age group requires defining the age ranges in which you are interested. Age criteria must be entered in the **Age groups** section. Click in the **Min** box (See blue arrow below). Enter (fill in the box) the age of the youngest child you are interested in a program serving. Click in the **Max** box (see blue red below); enter the age of the oldest child you are interested in a program serving. The query will return all programs that serve children and youth within the age ranges you have specified.



### Displaying and downloading program information

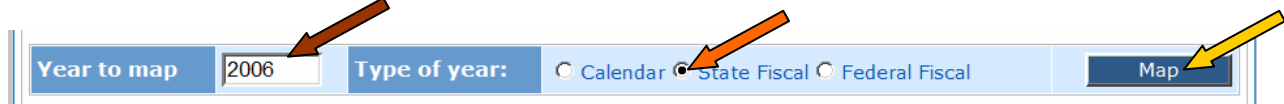
Once you have selected the search criteria to use to select programs, you can choose to view them as a map or as a report.

**Mapping** is available at the city/county level. The map displays cities and/or counties in which programs that meet your search criteria are operating. The **Year to map** box to the left of the page (see brown arrow below) displays the year to be mapped. The default is the most recent year of data included in the database. To map a different year, simply click in the **Year to map** box and type in the year you prefer.

You also can select the type of **Year to map** by clicking in the corresponding circle (see orange arrow below):

Calendar: January 1 – December 31  
State Fiscal: July 1 – June 30  
Federal Fiscal: October 1 – September 30

Then click on the **Map** button (see **gold** arrow below). Depending on the speed of your computer and your download connection speed, it may take a moment for the map to appear.



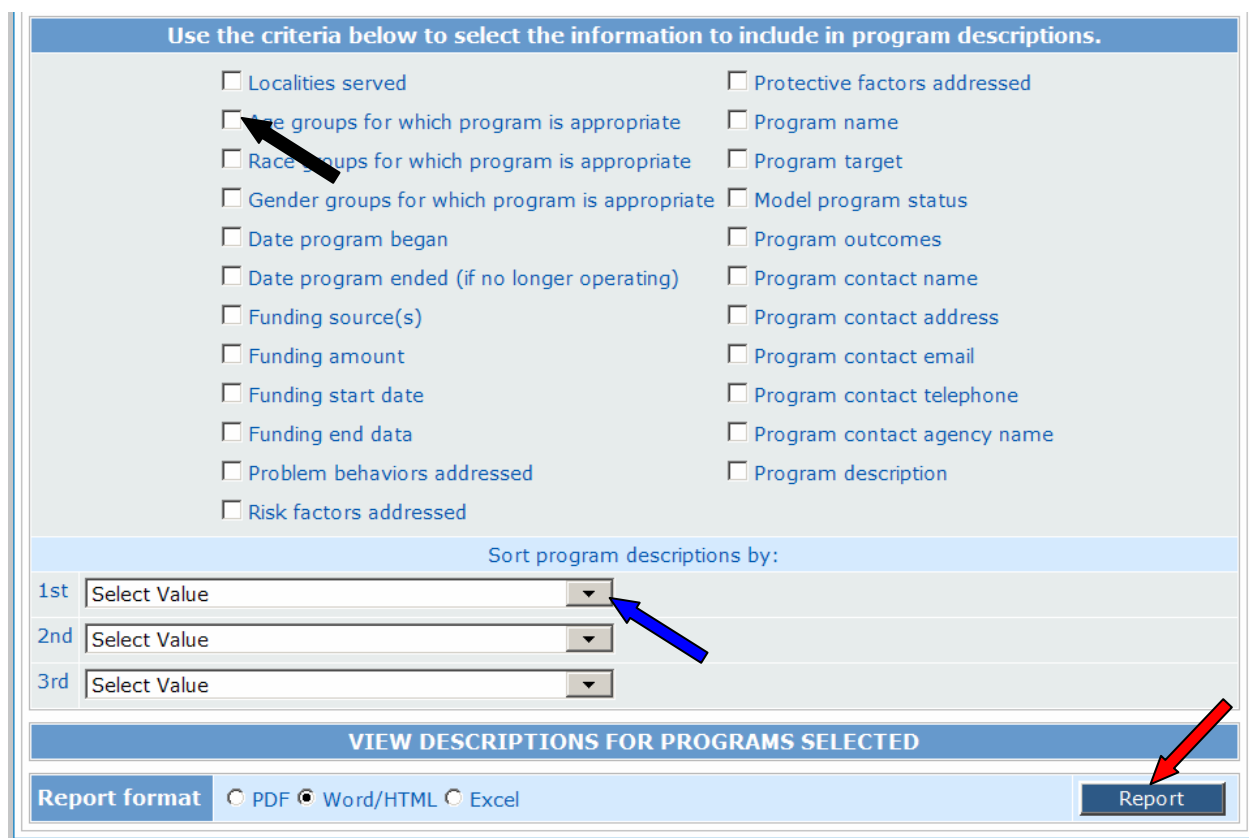
A screenshot of a search interface. It features a 'Year to map' dropdown menu set to '2006', a 'Type of year' section with three radio buttons (Calendar, State Fiscal, Federal Fiscal), and a 'Map' button. Three arrows point to these elements: a brown arrow to the year dropdown, an orange arrow to the 'State Fiscal' radio button, and a yellow arrow to the 'Map' button.

**Reporting** produces a listing report of information on each program that meets the search criteria you selected.

You can choose what program information to include in your report. The default is to include all information available.

*To include all information available, leave all boxes blank, as pictured below.*

*To limit the information reported, click in the boxes that correspond to that information you want to include (see **black** arrow below).*



A screenshot of a form titled 'Use the criteria below to select the information to include in program descriptions.' It contains two columns of checkboxes for selecting information to include. A black arrow points to the 'Age groups for which program is appropriate' checkbox. Below the checkboxes is a 'Sort program descriptions by:' section with three dropdown menus labeled '1st', '2nd', and '3rd'. A blue arrow points to the '1st' dropdown menu. At the bottom, there is a 'VIEW DESCRIPTIONS FOR PROGRAMS SELECTED' section with a 'Report format' section containing radio buttons for 'PDF', 'Word/HTML' (selected), and 'Excel'. A red arrow points to the 'Report' button.

You also can choose the order in which programs are displayed. For example, if you want to compare the range of evidence-based programs available in different localities, you may want programs displayed by locality served, then program name and then funding source.

If you are thinking about starting a specific evidence-based program in your locality and would like to talk to people who already are operating the program to learn from their experience, you may prefer to see programs sorted by the program name, then localities served.

You can select up to three search criteria on which to sort by clicking on the drop-down box (see **blue** arrow above) and highlighting the search criterion on which you want to sort your report.

When you have selected the information to include in your report and how you want to sort your report, click the **Report** button (see **red** arrow above) to generate your report.

The report will open with an introduction page displaying the cities and counties, problem behaviors and ages selected. Click on the small arrow (see **orange** arrow below) to open and view the report. The report will display a listing for each program that meets your search criteria of information that you have chosen to include in your report.

Community Profile Database	
County/City	(all)
Problem Behaviors	(all)
Age Group	(all)
Risk & Protective Factors	Community: Low neighborhood attachment Family: Family management problems Family: Family conflict

Page 1 of 4

Export as ☐ PDF ☐ Word/HTML ☐ Excel

Since reports may span several pages, you may need to navigate between them. To move forward one page, click on the small arrow under the report display. To go to the last page of the report, click on the large arrow under the report display (see **orange** arrow above).

Reports can be downloaded three ways:

Export as ☐ PDF ☐ Word/HTML ☐ Excel

**PDF** files take a picture of the report that you can print or insert into a document. However, the picture cannot be edited. To save the report in .pdf format, click in the circle beside **PDF** (see **red** arrow above), then click on **Export** (see **green** arrow above). A box will pop up to ask you whether you want to save or open the file. You can then save the report to you computer.

**Word/HTML** files place the report in a document that you can save and edit. Click in the circle beside **Word/HTML** (see **blue** arrow above), then click on **Export** (see **green** arrow above). The report will open in a new window. Click on **File**, then **Save As...** to save the report to your computer.



**Excel** files place the information contained in the report into a spreadsheet. Each program will be a row; report information will be in columns. To save the report in Excel format, click in the circle beside **Excel** (see **black** arrow above), and then click on **Export** (see **green** arrow above). A box will pop up to ask you whether you want to save or open the file. You can then save the report to your computer. When you open the file, the first spreadsheet will be an introduction page displaying criteria selected. Click on the Excel **Sheet2** tab to view the data.

## ● **REPORTS**

GOSAP is enhancing the capability of the Community Profile Database to allow users to summarize information and generate reports with more than one indicator. Below are descriptions of several of the planned reports.

***Pre-formatted Reports***—to summarize data related to a specific issue

- Select a locality, or group of localities, to include in your report.
- Choose the pre-formatted report you want (risk factors, gangs or other subject area reports).
- Export the report as a .pdf file to insert directly into a document, as an Excel file to manipulate further or as a .csv file to import into statistical analysis software for additional analysis.

***Listing Reports***—to select multiple indicators you choose

- Select a locality, or group of localities, to include in your report.
- Choose the indicators and years to include in your report.
- Export the report as a .pdf file to insert directly into a document, as an Excel file to manipulate further or as a .csv file to import into statistical analysis software for additional analysis.

***Ranking Reports***—to compare localities on the same indicator

- Select a locality, or group of localities, to include in your report.
- Choose to rank from best to worst or worst to best.
- Choose the year to include in your report.
- Export the report as a .pdf file to insert directly into a document, as an Excel file to manipulate further or as a .csv file to import into statistical analysis software for additional analysis.

## ● **RESOURCES**

The Community Profile Database contains numerous resources to support the practice of evidence-based prevention. To improve the ease with which they can be located, they are divided into four areas (see **black** arrows below):

- What you need to know about this data
- Programs and research
- Evaluation and Improvement
- Statewide surveys



You can further narrow the available resources to your interest area by clicking in the circle to the left of either **Indicator Classes** or **Risk Classes** (see **green** arrow below) to access drop-down listings of indicators sorted by subjects (indicator classes) or by risk factor (risk classes). The example below is a search of resources by **Indicator Class**. The drop-down arrows (see **red** arrows below) will open lists from which you can pinpoint your indicator. NOTE: If you reach this page by clicking on the **Resources** link box on a **Data** page, your indicator and risk class will be pre-selected.

The screenshot shows the 'gosap' (Governor's Office for Substance Abuse Prevention) Community Profile Database interface. The 'RESOURCES' tab is selected in the top navigation bar. Below the navigation bar, a breadcrumb trail reads 'You are here: Resources Home'. The main content area features a search filter section with two radio buttons: 'Indicator Classes' (selected, indicated by a green arrow) and 'Risk Classes'. Below these are two dropdown menus: 'Indicator Class' (currently showing '[All Indicator Classes]', indicated by a red arrow) and 'Indicator' (currently showing '[All Indicators]', indicated by another red arrow). The page is divided into several informational sections, each with a blue header and a list of links: 'What you need to know about this data' (with links for Data descriptions, Abstracts, and Links to other data sources), 'Programs and research' (with links for Links to evidence-based programs, Research, and Links to resources), 'Evaluation and Improvement' (with links for Performance Measures, Outcomes, and Evaluation resources), and 'Statewide surveys' (with links for Virginia Community Youth Survey, Virginia Youth Tobacco Survey: 2003 and 2005, Virginia Youth Tobacco Survey: 2001 and 2003, and State Estimates of Substance Use). Black arrows point to the headers of the 'Programs and research', 'Evaluation and Improvement', and 'Statewide surveys' sections.

**gosap**  
Governor's Office  
for Substance Abuse Prevention

Community Profile Database

Support for Families DATA PROGRAMS REPORTS **RESOURCES**

You are here: Resources Home

☒ Indicator Classes ☐ Risk Classes

Indicator Class [All Indicator Classes]

Indicator [All Indicators]

**What you need to know about this data**

**Data descriptions:**  
detailed definitions, sources, limitations, discussions, links for more information

**Abstracts:**  
brief definitions and sources

**Links to other data sources:**  
links to federal data, data on other states, and other sites that provide similar data

**Programs and research**

**Links to evidence-based programs:**  
links to search engines that will assist you in selecting a proven program that matches the needs of your community

**Research:**  
research articles, prevention materials, and information you can download

**Links to resources:**  
links to resources for additional information

**Evaluation and Improvement**

**Performance Measures:**  
information on performance measures required by federal agencies

**Outcomes:**  
information on selecting and monitoring outcomes for your programs and services

**Evaluation resources:**  
information and resources for evaluating your programs and services

**Statewide surveys**

**Virginia Community Youth Survey**  
The Virginia Community Youth Survey. This survey reports alcohol, drug and violence-related behaviors and perceptions of youth in Virginia's public schools, grades 8, 10 and 12. The survey provides results for Virginia and its five Health Planning Regions. It is conducted in the fall of odd numbered years.

**Virginia Youth Tobacco Survey: 2003 and 2005**  
The Virginia Youth Tobacco Survey. This survey reports tobacco-related behaviors and attitudes of youth in Virginia's public schools, grades 6 through 12. The statewide survey is conducted in the fall of odd numbered years.

**Virginia Youth Tobacco Survey: 2001 and 2003**  
The Virginia Youth Tobacco Survey. This survey reports tobacco-related behaviors and attitudes of youth in Virginia's public schools, grades 6 through 12. The statewide survey is conducted in the fall of odd numbered years.

**State Estimates of Substance Use**  
Conducted annually, the National Surveys on Drug Use and Health provide state-level estimates of use, perceptions of, dependence on and treatment needs related to alcohol, tobacco and other drugs.

**What you need to know about this data** provides helpful information for using the data contained in the database.

Clicking on **Data descriptions** leads you to detailed information for each indicator including: source, definition, limitations, detail and linkages for more information (where available). From the data descriptions page (see **green** arrow at the breadcrumb trail bar below), you can sort by indicator class or risk class to pinpoint or select your indicator (click in the appropriate circle, scroll drop-down lists – see **red** arrows below). In addition, the letter buttons (see **black** arrow below) allow for an alphabetic search by indicator name.

The titles below the indicator selection box reflect the narrowing of your search by indicator or risk class, so you may click on your title of interest and bypass the indicator drop-down list. Use the **Reset** button (see **gold** arrow below) to default back to all indicators.

The screenshot shows the 'gosap' (Governor's Office for Substance Abuse Prevention) 'Community Profile Database' interface. The breadcrumb trail reads 'You are here: Resources Home >> Data Descriptions', with a green arrow pointing to 'Data Descriptions'. Below this is an alphabetic search bar with letters A through Y, a black arrow pointing to it, and a 'Reset' button with a gold arrow pointing to it. The 'Indicator Classes' section has two radio buttons: 'Indicator Classes' (selected, with a red arrow) and 'Risk Classes'. Below are two dropdown menus: 'Indicator Class' (set to 'Education', with a red arrow) and 'Indicator' (set to '[All Indicators]', with a red arrow). At the bottom is a table of results:

Indicator Class	Title
Education	<a href="#">Arrests for Domestic Violence Offenses</a>
Education	<a href="#">Arrests for Driving Under the Influence Offenses</a>
Education	<a href="#">Arrests for Drug Offenses</a>

Clicking on **Abstracts** opens brief definitions of the indicators and their sources. Again, you may sort by indicator class or risk class to pinpoint or select your indicator (click in the appropriate circle for either indicator or risk classes, select an indicator or risk class from the drop-down menu, then select from the drop-down indicator list). The abstracts below the indicator selection box reflect the narrowing of your search by indicator or risk class, so you may choose to bypass the indicator drop-down list and scroll down to your indicator of interest.

Clicking on **Links to other data sources** opens links to comparison data, such as national data, data on other states, or data from other sources.

**Programs and research** provides a wealth of information for practicing evidence-based prevention.

Clicking on **Links to evidence-based programs** will assist you in exploring evidence-based programs that research has proven to make a difference. A variety of formats, from lists to search engines, are available to help you match an appropriate program to the specific needs

the data has identified in your community. Letter buttons allow for the paring of this list alphabetically; the **Reset** button returns you to the complete list.

Clicking on **Research** will allow you to view and/or download a variety of research articles and materials for learning about and practicing good prevention. Letter buttons allow for the paring of this list alphabetically; the **Reset** button returns you to the complete list.

Clicking on **Links to resources** will link you to information clearinghouses and websites to network and learn the most current information related to your area of interest. In addition to searching this information by indicator or risk class, letter buttons allow for an alphabetic search. The **Reset** button returns you to the complete list.

**Evaluation and improvement** will assist you with monitoring and evaluating your programs to ensure that they are efficient and effective.

Clicking on **Performance measures** will link you to the national performance measures required by federal agencies for federally funded efforts. In addition to searching this information by indicator or risk class, letter buttons allow for an alphabetic search. The **Reset** button returns you to the complete list.

Clicking on **Outcomes** will assist you in developing your own program outcomes, regardless of whether your funding source requires that specific outcomes be monitored. Again, the information may be searched by alphabetically (using the letter buttons) or by indicator or risk class. The **Reset** button returns you to the complete list.

Clicking on **Evaluation resources** will link you to information on planning and implementing a sound evaluation of your program. The information may be searched alphabetically using the letter buttons or by indicator or risk class, and the **Reset** button will return you to the complete list.

**Statewide surveys** will link you to Virginia's two statewide youth surveys and one national survey of youth and adults. The state surveys are taken in the fall of odd numbered years. The sampling size does not provide city or county level data, but the Virginia Community Youth Survey does allow for regional analysis. *(Note: Localities may arrange for an over sample so that they will have locality specific data. For information please contact Mert Rives at VCU Survey & Evaluation Research Lab: [merives@vcu.edu](mailto:merives@vcu.edu) or 804-828-6760.)*

Clicking on **Virginia Youth Tobacco Survey** links you to the survey report on the Virginia Tobacco Settlement Foundation's website.

Clicking on **Virginia Community Youth Survey** links you to the survey report on the Department of Mental Health, Mental Retardation and Substance Abuse Services' website.

Clicking on **State Estimates of Substance Use** links you to the survey report for the Substance Abuse and Mental Health Services Administration's (SAMHSA's) most recent *National Survey on Drug Abuse and Health*. This report provides estimates for Virginia that can be compared to other states.